

## Electronic Briefing Checklist

- ☐ Brief Filed
- ☐ Brief Returned
- ☐ Case Disposed
- ☐ No Electronic Access (§ 60-7 (c))

OFFICE OF THE APPELLATE CLERK  
STATE OF CONNECTICUT  
SUPREME AND APPELLATE COURT

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

Case Number: SC / AC \_\_\_\_\_ Case Name: \_\_\_\_\_

Brief of: ☐ Appellant ☐ Appellee ☐ Reply Brief ☐ Appellee/Cross Appellant ☐ Cross Appellee/Appellant Reply ☐ Amicus ☐ Supplemental

### Electronic Briefing

Yes / No

- ☐ ☐ Cover page (top center) "Filed Under the Electronic Briefing Rules"
- ☐ ☐ Briefs and appendices filed as text searchable single PDF
- ☐ ☐ Uniform line spacing (1.3x)
- ☐ ☐ 1 1/2 inch margins on all sides
- ☐ ☐ 12 point New/Century School Book font (including footnotes)
- ☐ ☐ Headings – 14 point Georgia or New Baskerville Book font
- ☐ ☐ Left aligned text
- ☐ ☐ Bold face or italic emphasis tools (not underlined)
- ☐ ☐ Sequentially numbered sections
- ☐ ☐ Single paginated scheme (Page 1 of x, starting with the cover page)
- ☐ ☐ Includes bookmarks<sup>1</sup>
- ☐ ☐ Does **NOT** include external hyperlinks or visual images
- ☐ ☐ Includes internal hyperlinks for citations to party appendix

### Brief

- ☐ ☐ Brief pages single sided
- ☐ ☐ Securely bound
- ☐ ☐ Timely Filed (Previous Return Date \_\_\_\_\_)
- ☐ ☐ Additional \_\_\_\_\_ words approved

### Brief Cover and Contents

- ☐ ☐ Case Caption/Court Name/Docket Number
- ☐ ☐ Counsel Information (Appearances)
- ☐ ☐ Counsel Information (Phone # and e-mail)
- ☐ ☐ Counsel on brief *has* appearance
- ☐ ☐ Table of Contents
- ☐ ☐ Table of Authorities
- ☐ ☐ Statement of Issues
- ☐ ☐ Statement of Proceedings/Facts
- ☐ ☐ Argument
- ☐ ☐ Conclusion Stating Precise Relief Sought
- ☐ ☐ Signature

### Certifications

- ☐ ☐ The brief and party appendix have been redacted or do not contain any names or other personal identifying information that is prohibited from disclosure by rule, statute, court order, or case law; and
- ☐ ☐ A copy of the brief and party appendix was sent electronically to each counsel of record in compliance with sec 62-7 (incl. names & contact info), except for counsel of record exempt from electronic filing and to whom a paper copy was sent; and
- ☐ ☐ The brief and party appendix filed with the appellate clerk are true copies of the brief and party appendix that were submitted electronically; and
- ☐ ☐ The brief and party appendix comply with all provisions of this rule (P.B sec. 67-2A).
- ☐ ☐ **Certification of the word count<sup>2</sup> of the brief; and**
- ☐ ☐ **Certification listing the approved deviations from this rule or that no deviations requested/approved; and**
- ☐ ☐ **Certification that the electronic brief is filed in compliance with the guidelines.**

### Copy Requirements (Briefs and Appendices)

Yes / No

- ☐ ☐ Supreme Court – 2 copies
- ☐ ☐ Appellate Court – 2 copies

### Transcript

- ☐ ☐ Paper copy of transcript ordered by submitting party is enclosed or previously filed

### Electronic Filing

- ☐ ☐ Electronic confirmation receipt

### Party Appendix (Optional)

- ☐ ☐ Table of contents
- ☐ ☐ Pages numbered (single paginated scheme cont.)
- ☐ ☐ Indexed name of witnesses whose testimony is cited within it

### Comments

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<sup>1</sup> A bookmark is a text link that allows readers to quickly navigate to different sections of a document.

<sup>2</sup> Appellant brief – 13,500 words; appellee brief – 13,500 words; appellant or cross appellant reply brief – 6,500 words; appellee-cross appellant combined brief – 18,000 words; appellant-cross appellee combined brief and reply 16,000 words.